

G. A. Roe & Sons Limited

Is seeking the services of a **HUMAN RESOURCE CLERK**; Applicants must meet the following requirements:

QUALIFICATION REQUIREMENT

- **MINIMUM REQUIREMENTS:** Associate Degree in Business or related field with a minimum of one (1) year experience in a centralized HR Department.

DUTIES & RESPONSIBILITIES

- Maintain up to date employee records by maintaining the Human Resource Information System (HRIS) and verifying all documents are uploaded and filed.
- Assist with the day-to-day operations of the HR Department while providing high level of customer service.
- Process, verify and maintain personnel related documents, including staffing, recruitment, training, performance evaluations, and leaves of absence.
- Request employee Identification cards and ensure prompt delivery.
- Respond to all applications in the recruitment process and assist with reference checks.
- Maintain up to date physical and electronic filing
- Prepare documents for new employees' orientation
- Follow up on pending documents for employees
- Prepare employment certificates
- Assist with holding over the reception desk to answer, screen, take messages or forward calls.

KNOWLEDGE AND SKILLS

- Must be computer literate
- Excellent interpersonal skills with the ability to develop productive working relationships with diverse stakeholders across functional and organizational lines
- Excellent communication skills both written and verbal format
- Excellent administrative and organizational skills and ability to work independently and collaboratively
- Ability to speak Spanish would be a plus

KEY COMPETENCIES & ATTITUDES

- Confidential, Leader, Team player, Flexible, Charismatic, Multi-tasker, Dependable, Honest, Mature, Sound work ethic, Patient, Proactive, and Organized.

Salary is negotiable based on qualifications and experience. Interested persons can send their applications along with one professional letter of reference (preferably from a most recent employer) with a copy of a Police Record/Receipt to:

HR2@roesons.com No later than 17th January 2022

Place in subject: **HR Clerk Job Vacancy**